



**OFFICE OF THE POLICE & CRIME
COMMISSIONER FOR THAMES VALLEY**

REQUEST FOR DECISION – PCC 2018 / 015

Title: Contract for the supply of contingent labour

The key outcome of this project is to ensure that TVP has access to a robust and efficient agency staff contract that is able to provide the right calibre of individual within the timescales indicated by TVP People Directorate.

Although the aim of this project is to source the majority of TVP agency staff needs through a single contract, it is understood that there are occasions where short timescales and the need for niche specialist services necessitate the need for TVP to engage with other specialist agency providers. However, by adopting a Hybrid delivery model through this contract it is expected that the number of additional providers can be reduced.

The Hybrid model is about creating a bespoke solution for TVP by understanding categories of spend and deploying the most appropriate way to supply temporary workers successfully. This will require the agency staff provider to have more engagement with TVP People Directorate to determine and agree the sourcing approach for individual job roles.

TVP currently use Reed Specialist Recruitment as the primary supplier of temporary workers into the force. This contract is due to expire on 31st January 2019.

The evaluation criteria were allocated as 50% Quality 50% Price.

Full details are provided in Annex 1.

Recommendation:

The Police and Crime Commissioner is invited to agree the award of contract of the supply of contingent labour to Reed Specialist Recruitment.

The total value of the contract is estimated at £48,000,000 over the full 4 year period (including extension options). The supplier meets all the requirements of the contract specification and offers the most technically superior and economically advantageous solution.

Police and Crime Commissioner

I hereby approve the recommendation above.

Signature

Date

25.10.18

PART 1 – NON-CONFIDENTIAL

1 Introduction and Background

- 1.1 The key outcome of this project is to ensure that TVP has access to a robust and efficient agency staff contract that is able to provide the right calibre of individual within the timescales indicated by TVP People Directorate.
- 1.2 Although the aim of this project is to source the majority of TVP agency staff needs through a single contract, it is understood that there are occasions where short timescales and the need for niche specialist services necessitate the need for TVP to engage with other specialist agency providers. However, by adopting a Hybrid delivery model through this contract it is expected that the number of additional providers can be reduced.
- 1.3 The Hybrid model is about creating a bespoke solution for TVP by understanding categories of spend and deploying the most appropriate way to supply temporary workers successfully. This will require the agency staff provider to have more engagement with TVP People Directorate to determine and agree the sourcing approach for individual job roles.
- 1.4 The previous contract has been delivered using a Master Vendor model. Although broadly successful there are limitations when the agency provider is unable to fulfil TVP requirements using their own staffing pool or limited 2nd tier providers. The Hybrid model requires the agency provider to engage much more widely with alternative agencies thereby increasing the opportunity of providing quality candidates. TVP will be consulted on how each role will be sourced creating greater control and visibility over the search for candidates.
- 1.5 TVP currently use Reed Specialist Recruitment as the primary supplier of temporary workers into the force. This contract is delivered via an Eastern Shires Procurement Organisation (ESPO) Framework which ends 31st January 2019.
- 1.6 For this procurement exercise the market was approached via mini-competition utilising a Yorkshire Procurement Organisation (YPO) Framework and five (5) bids were received for evaluation.
- 1.7 Full details are provided in Annex 1

2 Issues for Consideration

- 2.1 The evaluation criteria were allocated as 50% Quality 50% Price.
- 2.2 Evaluation was conducted by representatives of the TVP People Directorate (including ICT recruitment representative), TVP Finance and TVP Procurement. The identity of the bidders was removed from the quality element of the evaluation to ensure fair treatment of all bidders.
- 2.3 The weighted evaluation scores are summarised below. Company A is Reed Specialist recruitment

	A	B	C	D	E
Cost	4.766	4.739	4.495	5.000	3.851
Quality	4.400	3.300	1.900	2.900	2.900
Total	9.166	8.039	6.395	7.900	6.751

3 Financial Comments

- 3.1 The total value of this estimated to be £12m per annum, so £48m over the 4 year contract period including extensions

4 Legal Comments

- 4.1 The award of this contract should reduce the need to award work to supplier's on an ad-hoc basis and so meaning we should have stronger contractual arrangements I place

5 Equality Comments

- 5.1 No specific comments

6 Background Papers

- 6.1 Tender documentation

Public Access to Information

Information in this form is subject to the Freedom of Information Act 2000 (FOIA) and other legislation. Part 1 of this form will be made available on the website within 1 working day of approval. Any facts and advice that should not be automatically available on request should not be included in Part 1 but instead on a separate Part 2 form. Deferment of publication is only applicable where release before that date would compromise the implementation of the decision being approved.

Is the publication of this form to be deferred? No

If yes, for what reason?
Until what date?

Is there a Part 2 form? No

ORIGINATING OFFICER DECLARATION (as appropriate):

	Officer	Date reviewed
Head of Procurement	Richard Fowles	15.10.18
Financial Advice	Linda Waters	15.10.18

OFFICER'S APPROVAL

We have been consulted about the proposal and confirm that financial and legal advice have been taken into account in the preparation of this report.

We are satisfied that this is an appropriate request to be submitted to the Police and Crime Commissioner.


Chief Executive

Date 25/10/2018


Chief Finance Officer

Date 23/10/18



Procurement Services

Procurement Outcome Report

Contract for the supply of Contingent Labour

Submitted By Rob Hillier

Date Submitted: 16/10/2018

Contract Award (and POR) Sign-Off Sheet

By approving this document the Procurement Governance Board confirms acceptance of the detail contained within this document, approval to proceed with contract award, implementation and realisation of the benefits.

In the case of a Procurement which results in a new contract (or extension) the document replaces the previous award paper, and has a section for the relevant sign-offs below.

Executive Summary and Recommendations

1.1 BACKGROUND

The key outcome of this project is to ensure that TVP has access to a robust and efficient agency staff contract that is able to provide the right calibre of individual within the timescales indicated by TVP People Directorate.

Although the aim of this project is to source the majority of TVP agency staff needs through a single contract, it is understood that there are occasions where short timescales and the need for niche specialist services necessitate the need for TVP to engage with other specialist agency providers. However, by adopting a Hybrid delivery model through this contract it is expected that the number of additional providers can be reduced.

The Hybrid model is about creating a bespoke solution for TVP by understanding categories of spend and deploying the most appropriate way to supply temporary workers successfully. This will require the agency staff provider to have more engagement with TVP People Directorate to determine and agree the sourcing approach for individual job roles.

The previous contract has been delivered using a Master Vendor model. Although broadly successful there are limitations when the agency provider is unable to fulfil TVP requirements using their own staffing pool or limited 2nd tier providers. The Hybrid model requires the agency provider to engage much more widely with alternative agencies thereby increasing the opportunity of providing quality candidates. TVP will be consulted on how each role will be sourced creating greater control and visibility over the search for candidates.

TVP currently use Reed Specialist Recruitment as the primary supplier of temporary workers into the force. This contract is delivered via an Eastern Shires Procurement Organisation (ESPO) Framework which ends 31st January 2019.

For this procurement exercise the market was approached via mini-competition utilising a Yorkshire Procurement Organisation (YPO) Framework and five (5) bids were received for evaluation.

The evaluation criteria were allocated as 50% Quality 50% Price.

Evaluation was conducted by representatives of the TVP People Directorate (including ICT recruitment representative), TVP Finance and TVP Procurement. The identity of the bidders was removed from the quality element of the evaluation to ensure fair treatment of all bidders.

The total annualised spend for TVP Agency Spend is £12,000,000.00 per annum including both ICT and Non ICT spend. This figure includes the actual pay rate determined by TVP. For the purposes of this evaluation only the agency mark-up has been used to evaluate bids

Regulation 84 form has been completed and is at Appendix A.

1.2 RECOMMENDATION

The Police and Crime Commissioner / Chief Constable of Thames Valley Police (Chief Finance Officer and Director of Finance) are invited to agree the award of contract by TVP in respect of the above mentioned services to Reed Specialist Recruitment.

The total value of the contract is estimated at £48,000,000.00 over the full 4 year period (including extension options). The supplier meets all the requirements of the contract specification and offers the most technically superior and economically advantageous solution.

4 years, Total = £48,000,000.00

The above contract is for 24 months duration, with 1 extension option of 24 months

The suppliers meet all the requirements of the contract terms and conditions and specification and offer the Most Economically Advantageous Solution, as assessed through the evaluation process.

Process and POR approval

Role	Name/Job Title	Signature and Sign-Off Date
Project Sponsor	Alison Whitehouse – People Services Manager	Alison Whitehouse – People Services Manager 15.10.2018
Procurement Business Partner	Allyson Hughes – BP Operations and Professional Services	Allyson Hughes – BP Operations and Professional Services 15.10.2018
Procurement Lead	Rob Hillier – Procurement Manager Professional Services	Rob Hillier – Procurement Manager Professional Services 15.10.2018
TVP Finance	Simon Townsend - Accountant	Simon Townsend – Accountant 15.10.2018
Legal	N/A	

Contract Award Approval

Approval Role	Name	Job Title	Signature and Sign-Off Date
Reviewer:	Richard Fowles	Head of Procurement	15.10.2018 Richard Fowles
First Approver:	Linda Waters	Director of Finance	
Second Approver:		Chief Finance Officer	
Second Approver:		OPCC	

Public access to information

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PART 1 – FOR PUBLICATION ON TVP INTRANET SITE

Contract Summary and Information for BLPD	
Proposed Supplier (s)	Reed Specialist Recruitment
Planned Contract Start Date	31 st October 2018 (allowing 3 month implementation before go live January 2019)
Contract Duration – Initial Term (months)	24 Months
Contract Extensions Available (months)	1 Option to extend by further 24 Months.
Contract Value Initial Period (months)	£12,000,000.00 per annum. 24 months = £24,000,000.00

Contract Value Extension per extensions periods	48 months = £48,000,000.00
Collaborative Purchase Information (who are we buying with and what is there proportion of spend).	The contract is awarded for the use of TVP only

